

OCPERIODICAL

Office of Compensation and Policy

Statewide Pay Action Summary Report January - March 2003

Pay Action	# Actions	# Pay Adjustments	Ave. % Adjustment
Promotions	271	264	14.00%
Demotion – Voluntary	42	17	-10.80%
Demotion – Disciplinary	3	3	-9.70%
Demotion – Performance	2	2	-12.88%
Role Change – Upward	109	99	9.70%
Role Change – Lateral	100	21	8.96%
Role Change – Downward	18	2	-7.50%
Voluntary Transfer – Competitive	463	270	8.95%
Voluntary Transfer - Non-Competitive	207	30	-5.22%
Temporary Pay	243	243	11.77%
End Special Rate	73	73	-5.73%
Competitive Salary Offer	25	25	13.92%
Reassignment within Band	13	0	0
IBA – Change in Duties Increase	185	185	7.73%
IBA – Change in Duties Decrease	3	3	-6.05%
IBA – New KSA's/Competencies	318	318	9.00%
IBA – Retention	88	88	8.90%
IBA – Internal Alignment Increase	500	500	8.00%
Bonus – Change in Duties	21	21	6.00%
Bonus – Internal Alignment	-	-	-
Bonus – New KSA's/Competencies	2	2	5.00%
Bonus – Retention	4	4	7.88%
Bonus – Recognition, Monetary	154	154	1.90%
Bonus – Referral	2	2	0.66%
Bonus – Sign-On	6	6	1.60%
Bonus – Recognition Leave	99.5	-	-
Overall Approximate Totals	2951.5	2332	2.87%

The average pay increase was 7.75%

The average pay decrease was –8.33%



Policy Guide

What is Liberal Leave?

The term “liberal leave” has been used in several memoranda since 9-11-01 in connection with potential or perceived threats to employee safety. Although this term does not appear in DHRM policy it has been interpreted to mean that supervisors are urged to be generous in approving time off when there are identified potential or perceived threats to employee safety.

Thus, if agency management deems that a situation warrants liberal leave it is encouraged to approve the employee’s use of leave, and should exercise careful judgment in determining that business reasons prevent granting approval. If employees do not have accrued leave available but feel uncomfortable getting to the work place or remaining there, they may be placed on Leave Without Pay.

In the unusual case that compelling business reasons require an employee’s presence at work during a time of perceived danger, agencies should work with the employee to minimize any risk or concern about potential risk. Agencies may allow employees to temporarily telecommute or to work from another location if feasible.

Note that management’s advice to allow “liberal leave” does NOT relate to Administrative Leave (Policy 4.05) nor does it create an additional type of paid leave.

Please communicate this definition to managers, supervisors, and employees to avoid confusion if this term is used in the future.

Use of Accrued Leave During Military Duty

A few employees serving on active military leave have apparently asked their agencies to let them use their accrued leave (annual, comp, overtime) sporadically so that they can receive holiday pay by being on paid leave as required by Policy 4.25. Such use creates an unnecessary administrative burden for agencies and is an inappropriate manipulation of the system.

Policy allows a variety of options for employees called to active military service with regard to use of their accrued leave. Employees may choose to

- use, retain, or receive payment for their annual, compensatory, and/or overtime leave;
- use or retain Family and Personal Leave (VSDP);
- receive payment for or retain traditional sick leave as described in Policy 4.55;
- combine these options so that they use some leave (remaining on the payroll), receive payment for some leave, and retain some leave for use when they return to state service.

Once they have begun their period of active military service, employees may amend their original instructions and may request payment in a lump sum for retained leave balances.

Employees may not, however, apply retained leave to certain days in the middle of their period of Leave Without Pay-Military. If they choose to use leave time to remain in active status, they should do so before going on LWOP-Military status.

Internal Alignment

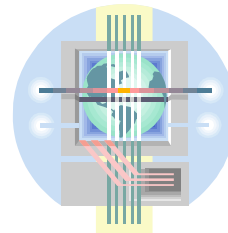
Employees sometimes compare their salaries to those of other employees performing similar work and question the fairness of any differences. This is particularly true when the focus is on seniority rather than the array of factors that help determine appropriate salary relationships.

The Internal Alignment pay practice provides a means of correcting or realigning salaries when an analysis demonstrates that differences in salary relationships are difficult to substantiate. However, the purpose of the pay practice is not intended to completely eliminate salary variances across work units or to provide a "seniority pay" benefit.

The salaries of employees assigned to the same role or work title can vary. Even large pay differences may not be unusual or problematic provided they are the result of differences in local job markets, the criticality of certain occupations, and employee qualifications, work experience and performance. Appropriate application of state policy requires a comparison of Employee Work Profiles, consideration of total career experience (not just state government), comparison of performance ratings and an assessment of KSA's and competencies and other related factors.

Hiring managers and human resource staff should always be mindful of the salary relationships among comparable employees since new hires, promotions, transfers, etc., have the potential to impact internal alignment. Agencies also are responsible for determining whether there is a business need to realign employee salaries and to consider the fiscal impact of potential salary adjustments.

Virtually yours...



The Department of Human Resource Management's (DHRM) Career Center is pleased to announce its first virtual job fair. This Commonwealth of Virginia 2003 event is being hosted by DHRM in partnership with local employers. The job fair runs from April 14, 2003 through May 31, 2003. This premier online job fair provides a venue for displaced state workers and other job seekers to learn about employment opportunities through our partnership with local employers. Job seekers may register to participate in the event and can enter the job fair at any time, 24 hours a day. Please visit us online at <http://jobs.state.va.us/jobfair/jobfairmain.html>.

We look forward to seeing you there (virtually, of course) and hope that you find this event both interesting and productive. If you have any questions about the virtual job fair or any other DHRM Career Center service, please forward inquiries to Pat Waller at (804) 786-2427 or pwaller@dhrm.state.va.us or to the DHRM Career Center at careercenter@dhrm.state.va.us.

Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

To tell us what you would like to see featured in upcoming issues email us at compensation@dhrm.state.va.us or policy@dhrm.state.va.us

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